

ORDER

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1110.110A

11/16/92

SUBJ: RESEARCH, ENGINEERING, AND DEVELOPMENT ADVISORY COMMITTEE

1. PURPOSE. This order revises the Research, Engineering, and Development (R,E&D) Advisory Committee charter, as required under the provisions of the Federal Advisory Committee Act (P.L. 92-463, Title 5, U.S.C., Appendix II).
2. DISTRIBUTION. This order is distributed to division level in Washington and the FAA Technical Center; regional administrator level in the regions, and associate administrator level at the Aeronautical Center.
3. CANCELLATION. Order 1110.110, Research, Engineering, and Development Advisory Committee, dated February 10, 1989, is canceled.
4. BACKGROUND. The Aviation Safety Research Act of 1988 (P.L. 100-591) required that "not later than 180 days after the date of the enactment of this subsection, the Administrator shall establish in the FAA a research advisory committee." The law was signed November 3, 1988. In order to obtain the best possible R,E&D program within the constraints of the FAA's available resources, it is appropriate that external organizations have a vehicle to participate in the FAA R,E&D program development and contribute their broad perspectives to the FAA's R,E&D program. Therefore, an R,E&D Advisory Committee was established in the interest of obtaining advice and recommendations from an outside, balanced representative group of aviation-oriented organizations, associations, and academic interests. Legislative requirements enacted as part of P.L. 101-508, Federal Aviation Administration Research, Engineering, and Development Authorization Act of 1990, further expanded the responsibilities of this committee, and are reflected in this revised charter.
5. OBJECTIVE AND SCOPE OF ACTIVITIES. The objective of the committee is to provide advice to the Administrator, through the Associate Administrator for System Engineering and Development and the Executive Director for System Development, regarding the needs, objectives, plans, approaches, content, and accomplishments with respect to the aviation research program. In this capacity, the committee will consider aviation research needs in capacity, system safety, aircraft safety, aeromedical research, aviation security, future technology, and the National Airspace System--present and future. The committee shall also assist in ensuring that such research is coordinated with similar

research being conducted outside of the FAA. In addition, the committee shall review and comment on the aviation research grants program and on the research and training to be carried out by air transportation centers of excellence.

6. ORGANIZATION. The R,E&D Advisory Committee will be composed of not more than 30 members appointed by the Administrator. The membership of the committee shall be fairly balanced in points of view representative of the aviation community, including representatives from research centers of air transportation excellence, universities, corporations, user groups, associations, consumers, and other Government agencies. The members will be recommended by the Associate Administrator for System Engineering and Development, ASD-1, and selected by the Administrator. Members shall be appointed to 2-year staggered terms. Members will normally serve one term; however, at the discretion of the Administrator, a member may be asked to serve a second term. The R,E&D Advisory Committee membership does not allow for alternates or substitutes to participate in the place of appointed members in its official meetings. FAA employees may not serve as members of the advisory committee, but may participate in the management of the advisory committee's affairs in ex officio capacities. The chairperson of the committee shall be designated by the Administrator and will serve one 2-year term.

7. ADMINISTRATION. The Associate Administrator for System Engineering and Development, ASD-1, will be the sponsor of the committee. ASD-1 will designate an executive director (an FAA designated Federal official) of the committee and ensure that administrative support is provided. The committee shall not conduct any meeting in the absence of the designated Federal official.

a. The executive director of the committee, is responsible for:

(1) Formulating and approving the agenda for the meeting, in consultation with the chairperson.

(2) Establishing the date for meetings. Meetings shall be held as the need arises. There will be a minimum of one meeting per year.

(3) Notifying all members of the time, place, and agenda for any meetings.

(4) Adjourning the meeting or closing discussion when in the public interest.

(5) Maintaining all committee files and records.

b. Members of the committee who are full-time employees of the U.S. Government shall serve without compensation, but may be allowed transportation and per diem in lieu of subsistence and other expenses, in accordance with the Department of Transportation Civilian Travel Regulations.

c. Detailed minutes shall be kept of each advisory committee meeting. The minutes shall include:

(1) The time and place of the meeting.

(2) A list of advisory committee members, staff, and agency employees present at the meeting.

(3) A complete summary of matters discussed and conclusions reached.

(4) Copies of all reports received, issued, or approved by the advisory committee.

(5) A description of the extent to which the meeting was open to the public.

(6) A description of public participation, including a list of members of the public who presented oral or written statements and an estimate of the number of members of the public who attended the meeting.

d. Committee meetings shall be open to the public, and timely notice of such meetings shall be published in the Federal Register at least 15 days before the meeting, except in emergency situations. The proposed agenda, as well as the time and place of the meeting, and information that the meeting will be open to the public, should be included in the notice. The notice will be forwarded to the Office of the Chief Counsel, Attention: Rules Docket, AGC-10, approximately 30 days before the meeting. Other forms of notice, such as press releases, are to be used to the extent practical.

e. Subcommittees may be established to provide advice on specific areas of research. Subcommittees are subject to all provisions of this order, P.L. 100-591, and the Federal Advisory Committee Act.

8. ESTIMATED COSTS. The direct annual operating cost of the committee and subcommittees, which includes travel costs of members and miscellaneous costs, such as printing and issuance of reports, etc., shall not exceed one-tenth of one percent of the annual research and development appropriation. The annual estimated operating cost is \$190,000. No other limitations on the amount of funds available for obligation by or for the advisory committee shall be applicable. Direct staff support to the committee shall

be provided by the Associate Administrator for System Engineering and Development, and is estimated to be one employee-month per year.


9. COMPENSATION. Members of the committee who are not full-time employees of the U.S. Government, while attending meetings of the committee or otherwise engaged in the business of the committee, shall serve without compensation. Transportation and per diem expenses may be allowed in accordance with the Department of Transportation Civilian Travel Regulations and Section 5703 of Title 5, United States Code.

10. PUBLIC PARTICIPATION. Each advisory committee meeting shall be open to the public, and interested persons shall be permitted to attend, appear before, or file written statements with the committee. Each meeting will be held at a reasonable time; in a place reasonably accessible to the public; and in a meeting room sufficiently large to accommodate the committee members, staff, and interested members of the public. Meetings may be closed to the public only as authorized by Section 10(d) of the Federal Advisory Committee Act, 5 U.S.C. Appendix II, and applicable regulations.

11. AVAILABILITY OF RECORDS. Subject to the conditions of the Freedom of Information Act, 5 U.S.C. (552), the records, reports, transcripts, minutes, and other documents that are made available to, or prepared for or by, the committee shall be available for public inspection and copying at the office of the Associate Administrator for System Engineering and Development, ASD-1, 800 Independence Avenue, SW., Washington, DC 20591. Fees shall be charged for information furnished to the public in accordance with the fee schedule published in Part 7 of Title 49, Code of Federal Regulations.

12. PUBLIC INTEREST. The formation and use of the R,E&D Advisory Committee are determined to be in the public's interest in connection with the performance of duties imposed on the FAA by law. No other FAA advisory committee meets the requirements of P.L. 100-591.

13. EFFECTIVE DATE AND DURATION. This committee was effective January 30, 1989, the filing date of the original charter. Section 14 of the Federal Advisory Committee Act shall not apply to the advisory committee established by this order according to P.L. 100-591, section 6, paragraph 8. This amended charter is effective November 16, 1992.


Thomas C. Richards
Administrator